

ARIZONA DEPARTMENT OF TRANSPORTATION ENVIRONMENTAL PLANNING

Guidelines for Agency and Public Scoping for Projects with Categorical Exclusions



March 2025

Guidelines for Agency and Public Scoping for Projects with Categorical Exclusions

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I. ABOUT AGENCY AND PUBLIC SCOPING

Scoping in the context of this guidance relates to data gathering from project stakeholders including municipalities, land management agencies and the public and is not to be confused with the project engineering scoping process in which the solution to a need is developed and documented in an engineering scoping document. Scoping in this guidance is also not “...to determine the scope of issues for analysis in an environmental impact statement...” per 40 CFR 1502.4 – Scoping. Also note that ADOT Communication or similar communication departments with Local Public Agency (LPA) Certification Acceptance (CA) Agencies conduct community outreach and notification for construction projects which is outside the purview of this guidance.

Scoping is often the first contact between the proponents of a project and the public. The scoping process is used to explain the project to the affected agencies and public and is used to solicit information that may inform decisions. This can reduce the need for changes later in the project development process because it reduces the chances of overlooking a critical social, economic, environmental or preliminary design input.

These guidelines are intended to standardize Arizona Department of Transportation (ADOT) Environmental Planning scoping letters to promote a consistent, positive initial contact with agencies and the public. All scoping, including the initial contact letter, should be tailored to meet the needs of each individual project. Not all projects require scoping or the same level of scoping and the amount of scoping should be based on the individual project. Some projects with a limited scope of work such as preservation and rehabilitation projects may require only agency scoping and possibly no scoping at all. Care should be taken to ensure that information presented is consistent and applicable to the project.

This scoping guidance is applicable to ADOT projects as well as ADOT administered LPA sponsored projects. When adapted for an LPA project, the LPA should be responsible for understanding what stakeholders will be impacted and interested in their project. ADOT letterhead should not be used for LPA scoping letters. The ADOT Environmental Planners should be invited to do a courtesy review of any scoping letters but the LPA is responsible. Typically, some early coordination for LPA projects has been conducted as part of the local and regional planning. This may influence the need or level of scoping chosen for any particular project. The LPA CA Agency projects typically have a high level of early coordination and notification because these projects are included in metropolitan transportation plans. Consistent with the ADOT Certification Acceptance Manual, CA Agencies are responsible for their own scoping of projects approved with a CE.

PURPOSE:

Scoping is a process to:

- Invite participation
- Determine important issues
- Determine level of analysis
- Allocate assignments
- Identify past or current studies in the area
- Determine timing of activities
- Gauge if there is any public controversy on environmental grounds

OBJECTIVES:

Scoping has specific objectives:

- Identify affected public and agency concerns
- Facilitate document preparation process by:
 - Determining required coordination
 - Defining issues that need attention early
 - Defining which issues require less attention
 - Determining initial permit needs

TECHNIQUES:

Start scoping only after there is enough information to present a clear picture of the project's general scope to the public and agencies.

There is no single defined procedure for scoping. It is important to tailor the scoping to the proposed project to the context and anticipated level of impacts of the project.

Letters: Develop a mailing list based on affected/involved agencies and public. Include property owners and tenants of affected and adjacent properties. Allow the public and agencies 30 calendar days if possible to respond with comments or concerns.

Prepare a scoping letter and solicit written, e-mailed, or phoned-in comments based on the information mailed in the packet.

Meetings: If a project may benefit from a meeting with the affected public, a scoping meeting in the early stage of project development may be appropriate. The Project Team should reach consensus on the need for holding a public scoping meeting. The [ADOT Public Involvement Plan](#) provides additional information on the coordination, responsibilities and requirements for public meetings.

Scoping meetings provide all parties with the opportunity to meet one another and to listen to the concerns of others. People can see that you are listening to them in a face-to-face meeting, and personal and working relationships then develop among the parties. A quantity of interests and issues can be covered in a short amount of time.

Note: A public meeting does not imply the need for an Environmental Assessment or equate any project with a particular NEPA Class of Action.

Responses: Input received from the public may require a response from ADOT or the LPA but not always. Specific questions raised in scoping letters may require a written response in the form of a letter from the assigned ADOT Environmental Planner, ADOT Project Manager, or ADOT Communications between the day of receipt and five business days after the end of the 30-day comment period.

All scoping communications require documentation for the project record.

Email messages, as well as all responses, should be in a format that displays the sender information and time mailed as well as the message text. All telephone conversations that involve scoping discussions with either agencies or the public are to be documented in the project file. Documentation should include the date, time, caller's name, telephone number, name of person called, subject, and message. Typed records are preferable to handwritten documentation.

CITATIONS FOR SCOPING:

23 CFR 771*

*Note: NEPA scoping is for projects requiring an EIS or EA. There are no federal requirements for scoping projects approved with a CE. ADOT Environmental Planning uses scoping in a broader sense for agency coordination, issue identification and informing key stakeholders for projects processed with CEs. Scoping also helps ensure that CEs meet the requirements of 23 CFR 771.117(a) and (b). CEs do not require any formal public involvement requirements and projects approved with CEs typically require no public scoping. Projects processed with CEs that do not require public scoping (letters) typically still take measures to inform the public of the project during the design process through the numerous means available for information sharing led by ADOT Communications. The ADOT Public Involvement Plan can be consulted for more information on public involvement.

II. SCOPING CONTACTS

The scope of work, location, and duration of the project need to be carefully considered when preparing the contact list. When in doubt regarding whom to scope, always coordinate with the assigned Environmental Planner.

NOTE: These lists are not all-inclusive – the scope of each project should be reviewed to determine if additional contacts are needed.

ALL CONSTRUCTION PROJECTS: These entities are typically scoped for projects and as directed by the Environmental Planner.

- Land Management Agency (i.e., Forest Service, Park Service, Bureau of Land Management, etc.)
- Local Jurisdictions: County, City / Town
- Metropolitan Planning Organization (MPO)
- Council of Government (COG)
- Appropriate Tribal and BIA Departments (i.e., Transportation, Planning)

AS APPLICABLE: For CEs prepared with a CE Checklist or for State Environmental Determinations. Scope the entities listed under ALL PROJECTS and any of the following entities found to be applicable to the specific project. Limited scoping is needed for construction projects such as paving and bridge rehabilitation that does not involve a detour. Projects processed as a (c)(1) CE or in a context that does not require agency and/or public scoping do not need to include scoping from this list unless determined necessary by the Environmental Planner.

- Holders of Land Use Permits
- Mining and grazing permittees / leaseholders
- Emergency Response- Hospital, Police, Sheriff, DPS, Fire Department
- Schools
- Chamber of Commerce
- Adjacent businesses
- Adjacent and affected residents
- Neighborhood Associations (i.e., HOA, bicycle clubs)
- Environmental Organizations (Sierra Club, Audubon Society, etc.)
- Tribes and Tribal Chapters
 - The Environmental Planning Tribal Liaison maintains a Tribal contacts list and protocol
- Floodplain Administrator if within a 100-year floodplain or if there is no delineated floodplain
- Coast Guard if the Colorado River is involved
- [The Grand Canyon Trust](#) (projects within the Colorado Plateau north of I-40 with substantial ground disturbance such as capacity improvements)
- [Upper Agua Fria Watershed Partnership](#) (if the project is in the Agua Fria watershed for projects with substantial ground disturbance such as capacity improvements)
- ADOT Districts (if the project sponsor is an LPA and the project affects an ADOT facility)
- Railroads – The Environmental Planner coordinates with ADOT Utilities & Railroad Coordinator who sends any letter needed

DO NOT SCOPE:

- Federal Highway Administration (FHWA)
- US Army Corps of Engineers (Corps)
- ADOT Districts (if project is ADOT's)
- Arizona Department of Agriculture
- Arizona Department of Environmental Quality
- State agencies if project is entirely on tribal land

III. STANDARDIZED SCOPING LETTERS

A. General Scoping Letter

The general letter provides a description of the location and a detailed scope of the proposed project, provides contact information, and requests responses by a specific date. The general letter is sent to all entities on the contact list as applicable. The guidelines for biology scoping letters are included in separate Biology Scoping Guidelines.

B. Scoping Letters of Land Managing Agencies

A scoping letter should be sent from the Environmental Planner to the land management agency contact. When letters are being sent to multiple contacts in the same agency, annotate the letters with a cc: and send copies to ensure recipients know who else in their agency received the letter. The table below summarizes the typical contacts for the various land managing agencies and the division between biological and general agency scoping letters. *The letter should ask if the agency anticipates needing to undertake its own federal action under NEPA.*

Typical Contacts for Scoping Letters to Federal Land Managing Agencies

Agency	Administrator Contacts (Receives general scoping letter from Environmental Planner)
US Forest Service	District Ranger
Bureau of Reclamation	Area Manager
NPS	Park Superintendent Monument Manager
Bureau of Indian Affairs	Contact as listed in Section III.C.
Bureau of Land Management	Field Manager with cc: to the Realty Specialist, as detailed in Section III. D.

C. Bureau of Indian Affairs

When on tribal lands a letter needs to be sent to the BIA. A letter containing the paragraph below should be sent to the Regional Environmental Protection Officer when working in the BIA's Western Region and to the NEPA coordinator when working in the Navajo Region.

NAME
Regional Environmental Compliance Officer
BIA Western Regional Office
2600 North Central Avenue, 4th Floor Mailroom
Phoenix, AZ 85004

NAME
NEPA Coordinator
BIA Navajo Regional Office
P.O. Box 1060
Gallup, NM 87305

D. Bureau of Land Management

State Funded Projects: – If the project is state funded and on lands administered by the BLM, the letter is sent to the BLM Field Office manager with a cc: to the Realty Specialist by the Environmental Planner. The general letter is edited to include the Township, Range and Section of the project so the agency can review its databases for Threatened, Endangered and Sensitive species information, which are collected and recorded in this format. It also includes the additional paragraph with potential biological impacts following the scope of work bullet list and the following language. Any BLM approval of right-of-way on non-Title 23 lands is conducted under the Federal Lands Policy and Management Act. Therefore, if there is new right-of-way required for the project ask if the BLM anticipates needing to undertake a federal action under NEPA.

Federally Funded Projects: - If the project is located on land administered by the BLM and is federally funded pursuant to 23 U.S.C. (i.e., Title 23), follow the protocol listed in latest *Memorandum of Understanding between the BLM/FHWA/ADOT*. The letter is drafted for ADOT to send to the Field Office manager(s) with a cc: to the Realty Specialist(s). See the example letter – BLM Scoping Letter for Federally-funded Project. The Environmental Planner will review the coordination letter and email it to the BLM.

Additional paragraphs to include in the BLM letter from ADOT for Federally-funded projects

In accordance with the 2008 Memorandum of Understanding between the BLM/FHWA/ADOT, please (1) respond on your agreement to participate in this project as a cooperating agency, (2) identify known issues and concerns relating to protection of valid existing rights and resources on BLM-administered lands potentially affected by the project, and (3) determine whether the proposed project is in conformance with BLM land-use plans. Please provide your agency's response in writing to this request no later than [DATE]. Also, please let us know if the BLM anticipates needing to undertake its own federal action under NEPA. If you have questions, please contact [ADOT contact, Title, at xxx-xxx-xxxx].

E. Floodplain Manager

If the project affects a 100-year floodplain send to the applicable Floodplain Manager and include the following in the general scoping letter:

A review of the Federal Emergency Management Agency Flood Insurance Rate Map for the project area indicates that this project is located within a 100-year floodplain. To assist in your determination of floodplain impacts, the Project Manager or Designer will send you design plans as the project develops.

(Provide the Project Manager and/or Designer with the Floodplain Managers contact information for the plans distribution list and send a copy of this request to the Environmental Planner.)

IV. FORMAT AND PROCESS

- Font should be 11 pt. Calibri for letters prepared on ADOT letterhead. Calibri can be used on ADOT letterhead. See the [ADOT Guide to Graphic and Editorial Standards](#) for further details on formatting ADOT documents.
- Scoping letters for LPA projects should not be sent using ADOT letterhead; either the LPA or their consultant's letterhead should be used.
- Scoping letters for LPA projects should be submitted to the ADOT Environmental Planner for a courtesy review. This review is not required but it is highly recommended to avoid concerns that information was missing from the scoping letters or that additional contacts should receive scoping letters later in the environmental review process.

- Scoping for LPA and CA Agency projects is at the discretion of the CA Agency. Informing stakeholders and gathering project information may take other forms such flyers, mailers, public involvement plans, etc.
- Margins should be 0.5 top and bottom, 0.75 left and right
- Letters should be addressed to either: Ms., Mr., Lt., Chief, or Sir or Madam (please make sure this is in the appropriate mail merge fields as well).
- Have the appropriate header on all pages of the letter after the first page to include: Title, Name, Date, Project No., and Page Number.
- When submitting a **draft** of scoping items to the ADOT Environmental Planner for review, include the following as separate attachments (these items are uploaded to Workfront for review as needed):
 - One attachment for each type of letter (general public, agencies, etc.)
 - List of agencies/public to be scoped (spreadsheet)
 - State map & vicinity map
- The project manager, District and ADOT Communications should be included in review of the draft letter for ADOT projects (email). No response within the review time given means the letter is ready for distribution.
- For projects on Tribal lands or projects of Tribal significance, the consultant is to send the draft scoping items to the Environmental Planning Tribal Liaison and the ADOT Environmental Planner for review.
- When submitting **final** scoping items to the ADOT Environmental Planner, include the following as separate attachments:
 - Merged letters for each type of letter
 - List of agencies/public to be scoped (spreadsheet)
 - State map & vicinity map
- For projects on Tribal lands or projects of Tribal significance, the consultant is to send the final scoping items to the Environmental Planning Tribal Liaison and the ADOT Environmental Planner.

The consultant is to **verify all names and contact information on the mailing list**, including email addresses, before the letters are finalized. For ADOT projects, the Environmental Planner is responsible for reviewing the mailing list, maps, and the text of scoping letters in coordination with the Project Manager, the District and Communications. Upon approval by the Environmental Planner, ADOT Project Manager, and District, the Environmental Planner will sign or provide the consultants with his/her electronic signature to be inserted to the letters. Unless otherwise directed by the Environmental Planner, the consultants are responsible for sending electronic copies of the agency letters by email. Hard copies of agency letters are sent only if specifically requested. Public letters may be hard copy mailed. Consultants then provide EP, ADOT Project Manager, and District with an electronic copy of only one of the mailed letters and will retain a copy of all other letters in the project files. As noted earlier, LPA's and CA Agencies are responsible for their own scoping.

The same letter may not be appropriate for all agencies and the public on the mailing list. Additional or different information or requests may be included in letters as appropriate if approved by the Environmental Planner.

V. ADOT RESPONSES TO COMMENTS RECEIVED

When comments are received from agencies or the public, the Environmental Planner will determine if a response is needed. Written responses should be prepared with input from the Project Team as needed. The responses are reviewed and signed by the Environmental Planner typically within ten days of receipt unless the comments require further research or survey. Responses to comments received for LPA projects are managed by the LPA or their consultant and should be sent to the Environmental Planner for the project record.

All responses to scoping letters that include biological information need to be forwarded to the appropriate

ADOT biologist. These response letters need to be attached to the biological report written for the project. Comments received from agencies and ADOT responses will be stored in a folder in the project file.

If a letter is undeliverable, or is returned marked “return to sender,” a good faith effort must be made to contact the recipient. Consultants then update the scoping list to reflect contact information.

VI. CE ASSIGNMENT and NEPA ASSIGNMENT

These Guidelines implement the CE process as outlined in an MOU between FHWA and ADOT for the State Assumption of Responsibility for Categorical Exclusions codified in 23 U.S.C. 326 (CE Assignment) and an MOU between FHWA and ADOT for the Surface Transportation Project Delivery Program codified in 23 U.S.C. 327 (NEPA Assignment). The CE Checklist Manual defines the types of CEs and outlines the specific CE documentation requirements for project approvals. Approval authority is assigned to ADOT for CEs listed in 23 CFR 771.117 (c) and (d) under the “326 MOU” and for CEs that are individually documented but not specifically listed in paragraph (d) under the “327 MOU.” ADOT also has all lead federal agency consultation responsibility for other environmental laws such as Section 106 and Section (7). No consultation or NEPA approval authority is delegated to LPAs and ADOT Environmental Planning is responsible for approving all NEPA documentation prepared by the LPAs for FAHP projects.

Each scoping letter sent for a CE project prepared under the authority granted to ADOT by the 326 MOU or the 327 MOU, ADOT or the LPA, shall insert the following language:

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by ADOT pursuant to 23 U.S.C. 326 [23 U.S.C. 327] and a Memorandum of Understanding dated December 20, 2023 [June 25, 2024], and executed by FHWA and ADOT.

Each scoping letter should be edited to delete the MOU reference that *does not apply* and remove the yellow highlight of the MOU that *does apply*.

LPAs, including CA Agencies, have delegated authority for design and construction oversight but have no delegated environmental review and approval authority. However, seeking agency and public input for projects prepared with a CE is not a federal lead agency responsibility nor is this a federal approval that cannot be delegated. Therefore, sending scoping letters out under LPA or LPA CA Agency letterhead is an appropriately delegated action.

VII. EXAMPLE LETTERS

Template ADOT letters are maintained on the ENV-Drive (ADOT internal only). Consultants should ensure the latest template is being utilized. ADOT letterhead may be updated over time. The latest version should be maintained on the templates. See the following pages for sample letters.

General Public Scoping Letter

Mon. Day, Year

FirstName LastName

Job Title

Company/Agency Name

Address Line 1

City, State ZIP

Subject: Scoping letter

Re: [Federal Project Number] [ADOT Project Number] [Project Name]

Dear Ms./Mrs./Mr. Last Name:

The first paragraph contains a brief description of the project including: type of project (pavement preservation, easement project, lane widening etc.); location of project including highway, milepost and distance from nearest town/city or geographic reference point. Also reference the state and vicinity maps. Also identify land ownership.

The Arizona Department of Transportation (ADOT) is planning roadway widening and fence installation projects on US 191 from milepost (MP) 446.4 to MP 448.3 on Navajo Nation land in Chinle, Apache County, Arizona (Figure 1–Project location and Figure 2–Project vicinity). This letter is a request for comments, concerns, or issues relevant to the projects.

The second paragraph describes the existing conditions and the project purpose/need.

Within the project limits, US 191 consists of two through lanes in each direction with 2-foot-wide shoulders. Multiple residential and commercial driveways are in the project limits, including access points for Chinle High School and Chinle Junior High School. No dedicated turn lanes are present from MP 446.4 to MP 447.5. Livestock is regularly observed in the right-of-way (R/W), and pedestrians have been observed crossing the highway outside marked crossing areas. The purpose of these projects is to improve traffic operations on US 191, reduce the presence of livestock in the highway R/W, and guide pedestrians to marked crossings.

The third paragraph describes the scope of work in bullet format. Do not use jargon.

The scope of work for these projects includes:

- Widening US 191 from MP 446.4 to MP 447.5 to provide a two-way left-turn lane.
- Constructing curb, gutter, and sidewalk from MP 446.4 to MP 447.5.
- Installing chain-link R/W fencing, pedestrian gates, and cattle guards along both sides of the highway from MP 446.4 to MP 448.3.

The fourth paragraph includes anticipated construction start date, detours, lane closures, new right-of-way or easements, and temporary construction easements for the project.

Project construction for the fencing, pedestrian gates, and cattle guards is tentatively scheduled for 2010, with an expected duration of 35 days. Project construction for the roadway widening, curb and gutter, and sidewalk is currently planned for 2011, with an expected duration of 8 months. Traffic will be controlled to minimize impacts on motorists, pedestrians, and construction personnel, as necessary. Access to residences and businesses will be maintained throughout construction. The acquisition of new easement is not anticipated; however, temporary construction easements will be required.

The last paragraph asks the public to identify any concerns, issues or questions regarding the project. List the contact information including mailing address, e-mail address, and telephone number.

This letter serves as your invitation to review the proposed project based upon the scope of work outlined above. If you have any specific concerns or suggestions pertaining to this specific proposed project, please let us know.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, and e-mail. Thank you for your time and assistance.

Sincerely,

[Delete this text before printing, and sign here.]

[Planner Name]

[Title]

ADOT Environmental Planning

Enclosures

c: Environmental Planner Name, ADOT
Preparer's Name, Consultant's Firm

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by ADOT pursuant to 23 U.S.C. 326 [23 U.S.C. 327] and a Memorandum of Understanding dated December 20, 2023 [April 16, 2019], and executed by FHWA and ADOT.

General Agency Scoping Letter

Mon. Day, Year

First Name Last Name
Job Title
Company/Agency Name
Address Line 1
City, State ZIP

Subject: Scoping letter

Re: [Federal Project Number] [ADOT Project Number] [Project Name]

Dear Ms./Mrs./Mr. Last Name:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2).

Airport Road/Airline Drive in the project area consists of one travel lane in each direction of travel, and SR 87 consists of two travel lanes in each direction of travel with a continuous center turn-lane. Currently, the intersection of SR 87 and Airport Road/Airline Drive is a conventional un-signalized intersection with two-way stop signs on Airport Road/Airline Drive. There are no traffic control mechanisms on SR 87; thus, vehicles travelling on SR 87 continue through the intersection without stopping. The SB SR 87 travel lanes located north of the Tyler Parkway roundabout are straight, and vehicle speeds when entering the roundabout may exceed the posted limit.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2024 and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

This letter serves as our agency's invitation to review the proposed project based upon the scope of work outlined above. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific proposed project, please let us know. This may include information on future development, general plans, or capital improvement projects that would be affected, to name a few.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, and e-mail. Thank you for your time and assistance.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

[Planner Name]

[Title]

ADOT Environmental Planning

Enclosures: Figure 1 – State Location Map
Figure 2 – Project Vicinity Map

c: Preparer's Name, Consultant's Firm

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by ADOT pursuant to 23 U.S.C. 326 [23 U.S.C. 327] and a Memorandum of Understanding dated December 20, 2023 [April 16, 2019], and executed by FHWA and ADOT.

BLM Scoping Letter for State-funded Project

Mon. Day, Year

Mr. Steve Politsch, Field Manager (BLM Region Office)
Bureau of Land Management
Lake Havasu City Field Office
2610 Sweetwater Ave.
Lake Havasu City, AZ 86406-9071
City, State ZIP

Subject: Subject Title

Re: [ADOT Project Number]
[Project Name]
[BLM Serial Number]

Dear Ms./Mrs./Mr. Last Name:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34. The BLM Serial Number(s) is #####.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design.

Construction is anticipated to begin in summer 2024, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

This letter serves as our agency's invitation to review the proposed project based upon the scope of work outlined above. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific proposed project, please let us know. This may include information on future development, general plans, or capital improvement projects that would be affected, to name a few. Please also respond as to whether this project would require BLM to undertake a federal action under NEPA.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, and e-mail. Thank you for your time and assistance.

Use this field for the final paragraph of your business letter. Reiterate the objective of the letter and express what you expect the next action to be (e.g., a call, an action, etc.). Thank the recipient for their attention to your message.

Sincerely,

[Delete this text before printing, and sign here.]

[Planner Name]

[Title]

ADOT Environmental Planning

Enclosures: Figure 1 – State Location Map
Figure 2 – Project Vicinity Map

c: Preparer's Name, Consultant's Firm

BLM Scoping Letter for Federal-aid Project

Mon. Day, Year

Mr. Steve Politsch, Field Manager (BLM Region Office)
Bureau of Land Management
Lake Havasu City Field Office
2610 Sweetwater Ave.
Lake Havasu City, AZ 86406-9071
City, State ZIP

Subject: Subject Title

Re: [ADOT Project Number]
[Project Name]
[BLM Serial Number]

Dear Mr. Politsch:

The Arizona Department of Transportation (ADOT), would like to invite the Bureau of Land Management (BLM) to be a cooperating agency in construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34. The BLM Serial Number(s) is #####.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design.

Construction is anticipated to begin in summer 2024 and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

Please identify known issues and concerns relating to protection of resources on BLM-administered lands potentially affected by the project. Also, please let us know if the BLM anticipates needing to undertake its own federal action under NEPA (include this sentence only if the project anticipates needing new non-Title 23 right-of-way). Please provide your agency's response in writing to this request no later than (DATE). If you have questions, please contact NAME, Environmental Planner, at xxx-xxx-xxxx.

Sincerely,

[Delete this text before printing, and sign here.]

[Planner Name]

[Title]

ADOT Environmental Planning

Enclosures:

Figure 1 – Project Location Map

Figure 2 – Project Vicinity Map

cc: BLM Realty Specialist (*no name*)
Preparer's Name, Consultant's Firm

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by ADOT pursuant to 23 U.S.C. 326 [23 U.S.C. 327] and a Memorandum of Understanding dated December 20, 2023 [April 16, 2019], and executed by FHWA and ADOT.

Floodplain Manager Scoping Letter

Mon. Day, Year

FirstName Last Name

Job Title

Company/Agency Name

Address Line 1

City, State ZIP

Subject: Subject Title

Re: [Federal Project Number] [ADOT Project Number] [Project Name]

Dear Ms./Mrs./Mr. Last Name:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2).

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout
- Relocating a light pole to accommodate the new curb and gutter fixtures

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2024 and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary

lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

Flood Insurance Rate Maps (FIRM) of the project area were reviewed and indicated that this project is located within a 100-year floodplain. The floodplain maps for the project area are FIRM [map #s](#). To assist in your determination of floodplain impacts, the Project Manager will send you design plans as the project develops.

Please submit your comments or concerns by [\[Date\]](#) to ADOT c/o [consultant's name address, phone number, and e-mail](#). Thank you for your time and continued assistance.

Sincerely,

[\[Delete this text before printing, and sign here.\]](#)

[\[Planner Name\]](#)

[\[Title\]](#)

ADOT Environmental Planning

Enclosures: Figure 1 – State Location Map
Figure 2 – Project Vicinity Map

c: [Environmental Planner Name, ADOT](#)
[Preparer's Name, Consultant's Firm](#)

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by ADOT pursuant to [23 U.S.C. 326 \[23 U.S.C. 327\]](#) and a Memorandum of Understanding dated [December 20, 2023 \[April 16, 2019\]](#), and executed by FHWA and ADOT.

VIII. EXAMPLE LETTER MAPS

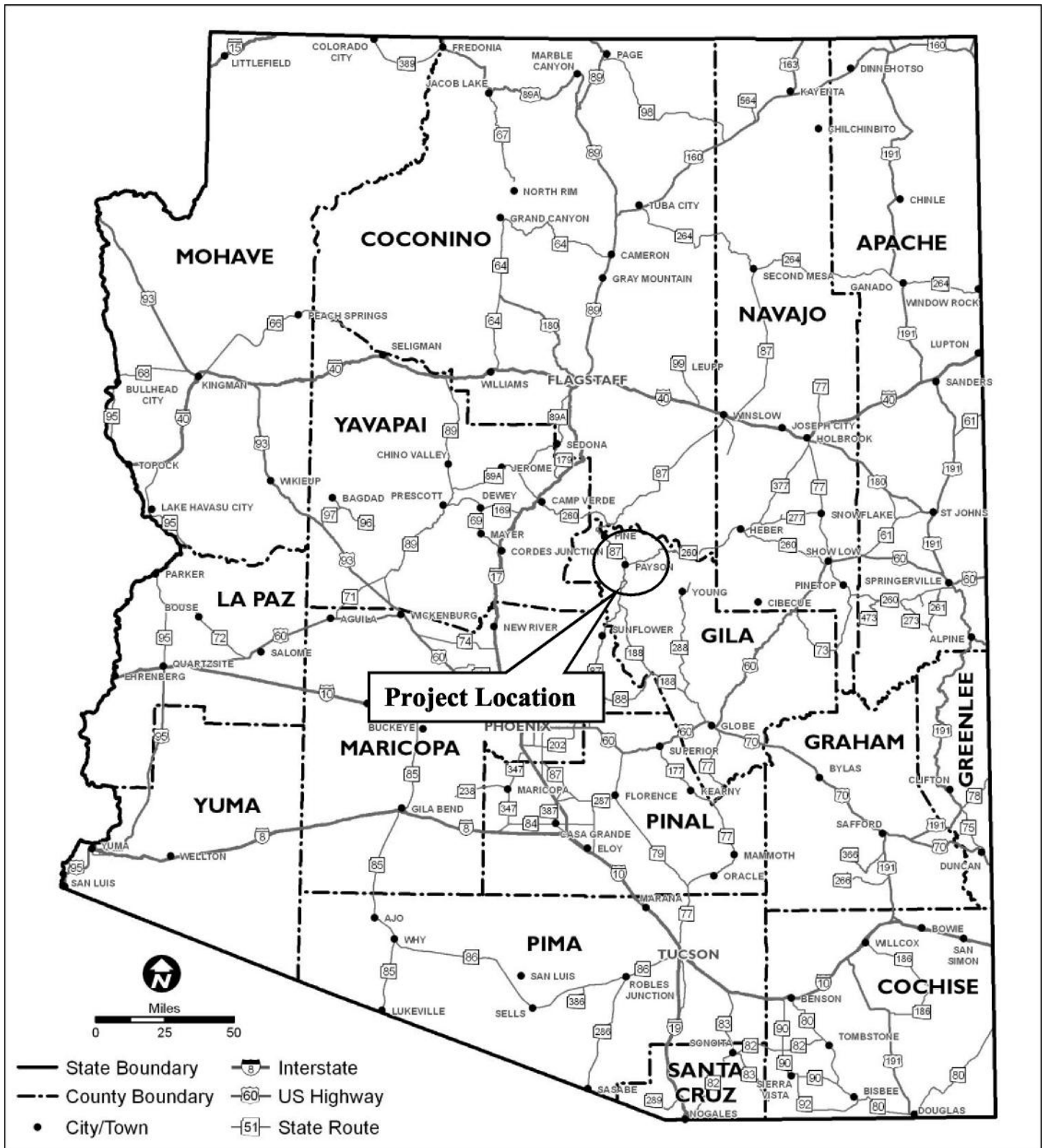


Figure 1. State Location Map
 Federal Project Number (if applicable)
 ADOT Project Number
 Project Name

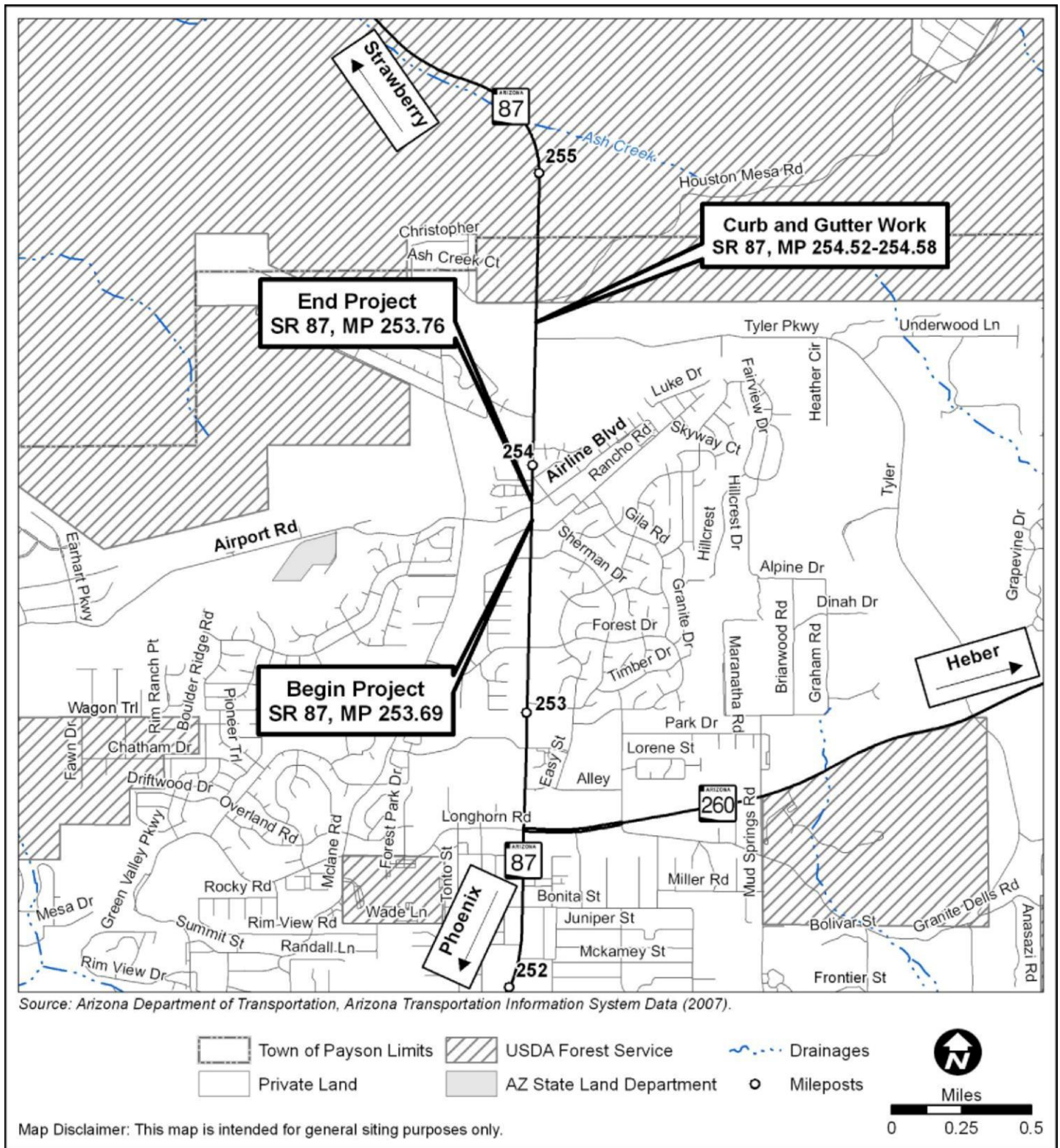


Figure 2. Project Vicinity Map
Federal Project Number (if applicable)
ADOT Project Number
Project Name

AMENDMENTS TO CE SCOPING GUIDELINES

Description of Modification

Change	Date	By
Start of 327 MOU	4/19/19	PAO
<ul style="list-style-type: none"> ▪ ADOT logo updated throughout. ▪ Clarification on LPA and LPA Certification Acceptance Agency requirements (pg. 1, 7, 8) ▪ Clarification that LPAs should send BIO scoping letters to the ADOT Biologist for review pg. A-2. ▪ Clarification of USFWS scoping procedure in Section 3 of the Appendix 	5/10/21	PAO
<ul style="list-style-type: none"> ▪ Biology scoping removed (new stand-alone guidelines) ▪ Letter headings and MOU dates updated ▪ Scoping Contacts updated 	2/29/24	PAO
<ul style="list-style-type: none"> ▪ CEQ regulation updates ▪ 327 MOU date updated ▪ Minor updates page 6 to delete sharing the scoping list with Communications and direction for LPA to send a copy of comment letters to the ADOT Environmental Planner ▪ Reference to Workfront added pg. 6 	7/29/24	PAO
<ul style="list-style-type: none"> ▪ Clarify PM, District and ADOT Communications are given an opportunity to review draft scoping letters for ADOT projects (pg. 6) 	9/18/24	PAO
<ul style="list-style-type: none"> ▪ CEQ regulations updated per Unleashing American Energy Executive Order and CEQ Interim Final Rule removing CEQ NEPA regulations from the Code of Federal Regulations. ▪ ADOT Letterhead updated with new logo 	03/07/25	PAO